

Budget & Accounting Manager

The City of Morgantown is recruiting talent for a challenging opportunity for the position of full-time Budget & Accounting Manager in its Finance Department at \$27.46 per hour with excellent benefits. The position works closely with and under the general direction of the City's Finance Director. Some of the key responsibilities include:

- Supervising the finance team and the daily operations of the finance department
- Managing monthly, quarterly and annual closing processes
- Assisting with preparation and posting of annual budgets
- Providing regular financial reporting and ad hoc analyses to City officials, staff, and the general public
- Coordinating and preparing for the City's annual audit
- Overseeing the maintenance of the City's financial software system and troubleshooting software problems/issues
- Performing duties in compliance with City Code, State Regulations and departmental policies and directives

Required/Preferred Qualifications:

- Bachelor's Degree in Accounting, Finance or other business-related field required
- Three to five years of experience in an accounting-related field required
- Supervisory experience is preferred
- Proficiency with Microsoft Excel, Outlook, and Word required
- Passing a background investigation required

The City of Morgantown is an AA/EOE
Resumes must be received by August 10

Individuals interested in this position should email, fax or mail resume and cover letter to:

City of Morgantown
Attn: James Goff
389 Spruce Street
Morgantown, WV 26505
jgoff@morgantownwv.gov
304-284-7418 (fax)